

JOB DESCRIPTION

Bureau Director II – Director of Administrative Services

MS Department of Agriculture and Commerce

Job Title: Bureau Director II – Director of Administrative Services

Employer: MDAC

Salary Range: \$53,600.93-\$93,801.63

Position Type: x-19, Non-State Service

DESCRIPTION

Duties include but not limited to:

- Planning, directing, and coordinating the activities of the Accounting, Human Resource, Purchasing, and Property Divisions
- Preparing the agency annual budget and monitoring budget expenditures during the fiscal year
- Counseling and communicating with the Commissioner, the Deputy Commissioner, other Bureau and Division Directors on their budgetary needs and expenditures
- Acting as agency legislative liaison for budgetary information and interpretation of budgetary data
- Managing the grant reporting and billings for federal grants within the Department
- Supervising the preparation of the agency's five year strategic plan
- Other duties as assigned

SKILLS AND ABILITIES

- Knowledge of accounting and budgetary procedures, personnel policy and procedures, purchasing laws, policy and procedures and property laws
- Knowledge of appropriation funding and needs; ability to communicate agency funding and budgetary needs
- Analytical skills; skills in understanding and interpreting laws, rules, policies and procedures
- Ability to lead, delegate, and to use good judgment and tact in directing the activities of the bureau

EXPERIENCE/EDUCATIONAL REQUIREMENTS

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Eight (8) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Nine (9) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.